

FY18 ARTS PROJECT A GRANT GUIDELINES

DEADLINE: MARCH 24, 2017, 5:00 P.M. (MST) | FUNDING REQUEST: \$500-\$2,000

The purpose of Arts Project Grants is to enable organizations and groups to develop and provide arts-based projects that are open and accessible to the general public. Although the Arts Project category is intentionally nimble and inclusive of a broad variety of projects, funding preference is given to the following types of projects (not listed in order):

- Projects that are innovative and not part of regular programming
- Projects that create impact within the broad community or support underserved groups/populations
- Festivals, public events, and other projects that raise awareness of the public value of the arts

Examples of arts projects include: festivals, exhibitions, concerts, creative place-making endeavors tied to community revitalization, or other innovative public presentations that advance the arts in a community or geographic region.

These projects must occur between July 1, 2017 and June 30, 2018. All Arts Project Grant applications are competitively reviewed. Organizations are not guaranteed funding from one year to the next.

WHO CAN APPLY?

- 501(c)(3) nonprofit organizations
- Fiscally sponsored projects with a community focus
- Municipalities or government agencies
- Correctional/juvenile facilities, social service agencies, and libraries or community centers
- *Depending on your status, you may need a current Charitable Solicitations Permit to apply for this grant opportunity. Please see the "Eligibility Policies" section of the guidelines for more information.*

QUESTIONS ABOUT THE GRANT?

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All applications must be created and submitted online by March 24, 2017, 5:00 p.m. (MST) on our grant portal: uamgrants.utah.gov

WHAT WE DO NOT FUND

- Endowments
- Projects that have already taken place
- Building renovation, physical maintenance of facilities, or capital expenditures, including capital improvement, purchase, or long-term lease of property or purchase of equipment
- Out-of-state travel
- Programming completed prior to July 1, 2017
- Fundraising events/expenses or galas, including prizes, awards, or benefits
- Hospitality (food, refreshments, etc.)
- Deficit reduction
- Scholarships for academic programs
- Activities restricted to an organization's membership
- Employee or applicant's personal gain
- Individual artist commissions
- Paid political advertising or lobbying expenses
- For-profit ventures

Please read this entire document. The policies and procedures that follow the application questions are important. You will be responsible to be aware of all information contained in this document.

REVIEW PROCESS

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional and rural distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made. Funds are not available until after July 1, 2017.

GRANT TIMELINE

Grant Opens: January 30, 2017

Grant Closes: March 24, 2017 at 5:00 p.m. MST

Panel Review: Spring 2017

Funding Notification: Late Spring 2017

Payment Disbursed: After July 15, 2017

APPLICATION QUESTIONS

The actual application must be made online through the portal: uamgrants.utah.gov. If you do not have access to the portal, it can take up to two days to get a portal account.

GENERAL INFORMATION (not scored)

- Contact information
- Project dates (please note that any funds must be spent on activities that occur within the appropriate time frame as listed on the front page)
- Legal designation of your organization or fiscal sponsor
- Name of fiscal sponsor (if applicable)
- Mission of organization
- Staffing information
- Federal Employer Identification Number (EIN)
- DUNS number
- Current copy of your Charitable Solicitations Permit or a PDF explaining your exemption. (Current permit must be uploaded; we cannot accept a copy of the CSP application. See note in "Funding Policies" if you are applying for \$1,500 or less.)

Artistic excellence in programs (30%): *Artistic excellence demonstrates the organization's potential to create art that meets the highest standards of excellence; engage the public with diverse art forms; enable participants to acquire knowledge or skills in the arts; and/or strengthen communities through the arts. What constitutes artistic excellence may vary in relation to the organization's mission, audience, and community.*

What We Ask	What We're Looking For
Provide a brief description of the project and how the grant funds will be used.	Assume the panel knows nothing about this project. Provide information about the project, your plans, and how it fits into your organization. Include in your answer specifically how the grant award will be used if you are funded. (up to 2,500 characters)
Describe the artistic merit and/or innovation of your project. Include in your description how you will assure high artistic excellence.	Remember, this is an arts grant! See definition above under "artistic excellence." As a state arts agency, we will be looking for projects with high artistic excellence. Why does your project merit receiving state art funds? (up to 2,000 characters)
How will you evaluate the project's effectiveness/impact?	Provide information about your evaluation methods. The panel wants to know how you plan to evaluate your project, and, if this is a project that has been done previously, how you have implemented ideas from previous evaluations. The best applications will provide a combination of qualitative and quantitative methods, as well as the

	plan of how you will implement what you learn. (up to 2,000 characters)
Please provide up to 3 active web link(s)/URLs for project work samples. If you do not have web links, then skip to the next question. (Do not provide more than 3 total samples of EITHER web links or uploads.)	Panelists expect that you will take this opportunity to prove the artistic merit of your work in a visual format. You can only submit 3 work samples for your project (links, uploads, or a combination of both). These samples should reflect the ideas, concepts, or quality of the proposed project. Make sure any links you submit work correctly and are as high-quality as possible.
If you do not have web link(s)/URLs, please upload up to 3 work samples here. Do not upload files if web link(s) exist. (Do not provide more than 3 total samples of EITHER web links or uploads.)	See above.

Community involvement and access (40%): *Community involvement demonstrates the organization's efforts to understand and serve its community; its efforts to be inclusive of individuals from all demographic backgrounds and physical and cognitive abilities; and the community's support of the organization.*

What We Ask	What We're Looking For
Describe the community that will be served through this project.	Help the panel members understand who is in your community, including defining your target audience. In your answer, provide the demographics of this/these communities. (up to 2,000 characters)
What value will the community receive from this project?	UDAM grants come from taxpayer dollars. They are intended to provide all Utah residents with opportunities to participate in cultural activities. Discuss how various communities will benefit

	from and engage with your programming. (up to 2,000 characters)
Describe evidence of community support as demonstrated by partnerships and volunteer involvement.	Talk about any collaborations, partnerships, in-kind support, additional donors, or commitment from volunteers to your organization. Show the panel that the community is aware of, and excited about, your organization/programs through their involvement. (up to 2,000 characters)
Describe how your organization engages with underserved populations whose access to arts experiences is limited (e.g., by geography, ethnicity, economics, etc.).	Help the panel members understand your organization's commitment to engaging with diverse populations and audiences. This could include providing direct services, increasing outreach, or providing inclusion in the planning stages of your programming for underserved populations. (up to 2,000 characters)
Does your project comply with ADA and Section 504 accessibility requirements (accommodations for people who are differently-abled)?	This is a "Yes" or "No" question. Please click the link to read more about the requirement and whether your project complies.
How does your organization help people who are differently-abled have more meaningful access to your programming?	Think beyond simple ADA compliance. Do you have large-print brochures or exhibit labels, do you provide listening devices or translation services for your performances? Do you engage with constituents who are differently-abled for their feedback and ideas? (up to 2,000 characters)

Sound management (30%): *Sound management demonstrates the organization's ability to carry out its proposed activities, including administrative support, resources involved, quality of planning, and plans for evaluation and improvement.*

What We Ask	What We're Looking For
Please upload a screenshot of your event or organization listing on Now Playing Utah.	Think of Now Playing Utah as a free (required) marketing tool for your organization. You will need to add your event to Now Playing Utah and then upload a screenshot of this event.
Total Project Expenses (only include expenses related directly to the project you are applying for).	This text box only allows numbers. We want to know the total dollar amount for expenses related to your project, ex: \$3,246. It is OK if the number is higher or lower than \$2,500.
Total Project Income (only include income directly related to the project).	This text box only allows numbers. We are looking for the total dollar amount for income related to your project, ex: \$5,874.
Total Project In-kind.	This text box only allows numbers. Here we want to know the total estimated dollar amount of in-kind goods or services related to your project. In-kind donations are donated goods or services that are not cash (but can have monetary value).
What is your total operating budget for the current fiscal year?	This text box only allows numbers. The operating budget is a combination of projected income and expenses. This may be different than your project's total expenses. We want to know how this project fits into your larger organizational budget.
Upload your FY18 Arts Project Grant Budget Worksheet (found at artsandmuseums.utah.gov). Applications using a budget form other than the one available on the Utah Arts & Museums grants page will be considered incomplete and may be disqualified.	Follow the link and find the appropriate budget sheet for the Arts Project grant. Download this to your computer, update with your numbers, and upload the new file to this question. Be sure to include any/all anticipated (or actual) income or expenses for your proposed project! Keep a copy of this budget form for your records because you will need it for your final report, if funded.

WHAT IF MY ORGANIZATION RECEIVES A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. The grantee should read and sign the contract and send the entire contract via postal mail to our office for processing. Payment will be disbursed after we process the signed contract. If your organization is awarded more than \$7,500, you will receive 80% of your award after we receive your contract, and the remaining 20% of your award will be sent mid-January 2018.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UDAM) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
- Ensure all grant funds are spent before July 1, 2018.
- Write a letter of appreciation to your legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.
- Grantees are also encouraged to participate in Arts Day on the Hill—February 14, 2017.
- Complete a final report form online at uamgrants.utah.gov by August 1, 2018.
 - a. Include a copy of your legislative thank-you letter(s).
 - b. Include an updated copy of your budget with actual numbers.
- Unless otherwise indicated, UDAM may use submitted text and images in reports and publications. Please include photo credit information.
- Organizations must list their organization name and event information on [Now Playing Utah](#).

ELIGIBILITY POLICIES

- Organizations may only receive one Utah Arts & Museums grant per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- Grant requires a 1:1 cash match. Cash matches are any hard cash matches that come from earned or raised income. Within the budget, your cash match can be used to cover some of the items that we are unable to fund in the above list.
- Charitable Solicitations Permit: Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. Before you can submit an application (if you are not a government agency or educational institution or otherwise exempt), you must provide a copy of your current Charitable Solicitation Permit. The application for permit is not considered proof of registration. If you have questions about whether this applies to your organization or not, you can read the [law](#), or contact the [Department of Consumer Protection](#).
 - If you are applying for less than \$1,500, you may be eligible for the exemption in the law:

- 13-22-8 Exemptions.
 - (1) Section 13-22-5 does not apply to:
 - (m) a solicitation by an applicant for a grant offered by a state agency if:
 - (i) the terms of the grant provide that the state agency monitors a grant recipient to ensure that grant funds are used in accordance with the grant's purpose; and
 - (ii) the sum of the amount available to the applicant under grants offered by a state agency that the applicant applies for in a calendar year is less than or equal to \$1,500.
 - (2) Any organization claiming an exemption under this section bears the burden of proving its eligibility for, or the applicability of, the exemption claimed.
- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Indirect costs for facilities, administration, or other overhead are restricted to the federally-negotiated indirect cost rate or the *de minimis* cost rate, not to exceed 10%.
- Utah Arts & Museums funds must be spent between July 1, 2017 and June 30, 2018 (FY18).
- Final Report: Final reports are due every August 1. If your organization fails to file a final report to the division, the following year, the organization will be considered ineligible for funding for one year.
- Educational Institution Eligibility. Universities, colleges, and educational institutions are subject to the following restrictions:
 - Programming for which grant funding is sought must be open to the general public and easily accessible. The public (meaning those outside the institution) must compose a significant percentage of those involved in or served by the activities.
 - Academic awards and/or work, including fellowships, scholarships, or tuition fees for student work, are not allowed.
 - Events and services funded by the grant must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
 - Grant funds may not be used to replace funds normally allocated for specific arts projects.
 - Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
 - Institutions are limited to no more than one grant to the same academic department in any given fiscal year.
- Legislative Pass-Through/Direct Line-Item Funding. The following criteria apply to organizations receiving pass-through or direct line-item funding (also known as legislative appropriations) when said appropriation is managed by the Utah Department of Heritage and Arts.
 - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for UDAM grant funding.
 - POPS, iSEE, and State Museum Funding are not considered pass-through funding that is a duplication of funding by UDAM grants.

- Organizations that receive one-time legislative pass-through funding for operating expenses may not receive UDAM funding in the same year they receive legislative pass-through.
- Grant requests from organizations that receive one-time pass-through funding for a specific project may be subject to review for eligibility by the Executive Committee of the Utah Arts Council or Office of Museum Services Board. Funds allocated by line-item pass-through from the legislature and UDAM competitive grants shall not be for similar activities.
- Organizations that receive a pass-through allocation from a department other than Heritage and Arts may be subject to review by the Executive Committee of the Utah Arts Council or Office of Museum Services Board if the activities seem similar to a grant application in the same year as the allocation.
- Organizations that receive pass-through funding for capital projects are eligible for UDAM funding.

CONTACT THE GRANT STAFF WITH QUESTIONS

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